

## **Part 402 – Civil Rights Policies**

### **Subpart D – Filing Requirements**

#### **402.40 Purpose**

This subpart sets policy on filing electronic EOP 230 files and civil rights-related correspondence.

#### **402.41 Policy**

- A. In accordance with the Paperwork Reduction Act 1995 and the National Archives and Records Administration, all Federal agencies are required to have transparent, efficient, and accountable electronic recordkeeping.
- B. All NRCS Civil Rights EOP 230 files must be maintained in an electronic format.